



GEORGIA DEPARTMENT OF BANKING AND FINANCE
2990 Brandywine Road, Suite 200
Atlanta, Georgia 30341-5565
770-986-1633

INSTRUCTIONS FOR COMPLETING FINGERPRINT CARDS

TWO COMPLETE SETS OF FINGERPRINTS ARE REQUIRED FOR EACH INDIVIDUAL LISTED IN THE APPLICATION (2 CARDS)

Both cards must be completed & returned with the application.

Please provide all information requested. **Type or print in BLACK:**

- Sign the cards
- Provide address of person being fingerprinted.
- Date of fingerprinting.
- Signature/Authorization **of law enforcement personnel** performing fingerprinting.
- Name and address of employer.
- Reason for fingerprint (if not pre-stamped):

O.C.G.A. 7-1-1004

Residential Mortgage License

- Enter name of person being fingerprinted and any **aliases**.
- Enter citizenship information.
- Enter Armed Forces Number and/or **Social Security Number**.
- **ORI** information is preprinted on the card.
- Enter date of birth.
- Fill in blanks for sex, race, height, weight, color of eyes, color of hair, and place of birth.
- Enclose **SEPARATE Money Order or Certified Check** made payable to:

Georgia Department of Banking and Finance

Amount - \$30.00 per set of fingerprints (2 cards in a set-\$15 per card)

Determine the following to ensure that cards are acceptable by both GBI and FBI:

- ▶ **Prints are not too light or too dark;**
- ▶ **Prints are not smudged;**
- ▶ **Each print MUST be INSIDE the blue box for that print and not touch or cross the blue box lines.**

**TAKE CARDS IN
BLANK TO
POLICE
DEPARTMENT
AND COMPLETE
IDENTIFIER
INFORMATION
THERE**

TO OBTAIN FINGERPRINT CARDS

Fingerprint cards must be requested ON_LINE at:

<https://bkgfin.dbf.state.ga.us/MortgageDocs/FingerPrintCards.html>